

# UNITED STATES SECURITIES AND EXCHANGE COMMISSION

## ATTORNEY VACANCY ANNOUNCEMENT

Announcement Number: 04-010-TR

Opening Date: 01/16/04

Closing Date: 01/30/04

This is a bargaining unit position

<b>POSITION TITLE, PAY PLAN, SERIES, GRADE, &amp; SALARY</b> General Attorney (SI) SK-905-14: \$112,427 - \$144,039 annually	<b>FULL PERFORMANCE LEVEL</b> SK-905-14
<b>NUMBER OF VACANCIES</b> Two	<b>WORK SCHEDULE</b> Full Time
<b>AREA OF CONSIDERATION (U.S. Citizenship Required)</b>  Nationwide	<b>ORGANIZATION AND DUTY STATION</b> Northeast Regional Office Office of Associate Regional Director (ENF) New York, NY

**FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: [WWW.SEC.GOV/JOBS](http://WWW.SEC.GOV/JOBS)**

### **SUMMARY OF DUTIES:**

Incumbent plans, organizes, and directs the conduct of investigations dealing with extremely difficult and complex matters involving all aspects of the securities markets such as trading, over-the-counter market, market manipulations, financial fraud, broker-dealer practices, corporate control issues, and other securities practices that may involve possible civil violations of the federal securities laws. Upon completion of the investigation, the incumbent prepares comprehensive memoranda embodying the legal issues involved and recommending a course of action based on the facts developed. Prepares pleadings, subpoenas, motion papers, memoranda, briefs, and other litigation materials as necessary. The incumbent assists with the prosecution of administrative and civil proceedings.

### **QUALIFICATIONS REQUIRED:** (All candidates must meet minimum requirements as summarized below).

Candidates must have served at least 52 weeks at the next lower grade level as an attorney in the federal service or gained at least three years as a practicing attorney in the private sector. Candidates must demonstrate progressively responsible legal experience sufficient to handle complex legal issues involving all aspects of the securities industry. Candidate must possess knowledge of the operations of the securities markets, of the statutes and rules administered by the Commission, and of Commission policies and interpretations. Candidates must indicate in their applications that they are current active members of the bar in order to be considered.

### **QUALITY RANKING FACTORS:**

1. Experience that demonstrates the ability to exercise mature judgment and make technical decisions or recommendations on controversial and difficult problems affecting the plans and progress of the Office, as well as the Commission.
2. Experience that demonstrates the ability to write clear, concise, and technically accurate Commission work products in a timely manner while following prescribed office format.
3. Experience that demonstrates knowledge of Federal securities laws, rules, and regulations and Enforcement policies, practices and procedures.
4. Experience that demonstrates knowledge in analyzing complex legal and/or factual issues.

### **HOW TO APPLY**

Candidates **MUST** submit: A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job for which you are applying; 2) Bar Membership; and 3) Information required in the OPM pamphlet "Applying for a Federal Job". Please be sure to include your current position title, series, grade and date of last within grade increase or promotion. You should also include the following, if applicable:

1. A separate sheet that clearly addresses the specific Quality Ranking Factors.
2. **Your most recent performance appraisal if you are a current SEC or Federal employee.**
3. Copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status and **your grade and step**. Your last promotion or within grade increase is best.
4. Personal Information Sheet (optional)

**IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION.** None of these forms will be subsequently lent or returned to applicants.

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### **FILING APPLICATIONS**

Applications submitted by mail must be postmarked on or before the closing date of the vacancy announcement and be received in the Office of Administrative and Personnel Management at the address below. Hand-delivered applications must be personally accepted and date stamped at the address below on or before the closing date on the vacancy announcement. All application materials must be submitted within the prescribed deadline. SEC will accept FAX applications at the fax number below. Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. Applicants are reminded of legal prohibitions against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.1205, 39 U.S.C. and 18 U.S.C.

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### **WHERE TO APPLY**

U.S. Securities and Exchange Commission  
6432 General Green Way  
OAPM, Stop O-1  
Alexandria, VA 22312  
Attn: Donna Diller  
Fax: (703) 914-0556

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### **ADDITIONAL INFORMATION**

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Moving expenses\_\_\_ will X will not be paid.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without regard to any nonmerit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodations will be on a case-by-case basis.

**Security Clearance:** The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.